MASTER OF PUBLIC POLICY AND GLOBAL AFFAIRS (MPPGA) CO-OP APPLICATION CHECKLIST
2021/2022

Submission Process

To apply for the Master of Public Policy and Global Affairs (MPPGA) Co-op Program, you must complete and submit the following application documents by 4:00 pm on Monday, October 04, 2021. Late and/or incomplete applications will not be considered. Carefully review the instructions below and use this checklist to help ensure you have all required documents and have completed all necessary steps fully and completely.

☐ Step 1: Submit an online application form
  ▪ Complete an application form at https://arts-ubc-csm.symplicity.com/students.
  ▪ Complete the form in one session. Once you submit your online application, your responses cannot be revised.
  ▪ If you were previously in the Undergraduate Arts Co-op Program, please email the Arts Co-op Office at arts.co-op@ubc.ca before starting your online application.

☐ Step 2: Submit your online application documents in Canvas:
  ▪ Self-enroll in the Arts Co-op Application 2021/22–Graduate Canvas Course: https://canvas.ubc.ca/enroll/KR366J
  ▪ Submit the documents below by 4:00 pm on Monday, October 04, 2021

1) A typed, standard application cover letter (max 1 page)
  ▪ In your cover letter, please provide developed responses to the following:
    o Why do you want to be in the Co-op Program? What you want out of the co-op program experience?
    o Why should you be accepted? How you will stand out to employers in a competitive market?
      a. (Discuss the skills, attributes, and experience you would bring to the program, and to the employers who hire Co-op students.)
    o What are your career goals, and how will Co-op assist you with those career goals? Please be as specific as possible.
    o What specific Co-op work experiences are you interested in gaining through your Co-op work terms? Please provide names of specific employers if possible.

  ▪ Your cover letter should be addressed to:
    Kerry Ross, Co-op & Career Services Manager
    MPPGA Program & Arts Co-op Program
    #162-1855 West Mall
    Vancouver, BC V6T 1Z2

  ▪ For cover letter guidelines/tips, refer to UBC Student Services’ Build My Career web section (http://students.ubc.ca/career), and customize your letter to highlight your writing style and experiences.

2) A resume (max 2 pages)
  ▪ In your resume, please consider including the following items:
    o Previous and current work experience and duties explained
    o Education (previous and current degrees)
    o Previous and current volunteer experience and duties explained
    o Any special skills/accomplishments you think an employer would be interested in knowing (e.g. music, athletics, memberships to associations, scholarships, special projects, etc.)
    o Other extra-curricular activities
    o Other languages and your degree of fluency
    o Specific writing skills (for example: specific courses, work samples, publications, etc.)
    o Research and computer skills (list the computer programs you are familiar with), such as:
      MS Word   MS Excel   MS Outlook   MS Access   MS PowerPoint
      Databases   HTML   Dreamweaver   WordPress   SPSS/Stata
      Illustrator   Photoshop   InDesign   GIS   Other?
3) **References** – Contact information for 2-3 references who are able to speak about your professional attributes, skills, and experience. Please submit these on a separate page from your resume. Including references is an important part of the job application process. **This is for practical purposes only and your references will not be contacted without your prior knowledge.**

**Co-op Application Evaluation Criteria:**
For both the cover letter and resume, you will be evaluated on;
- the professionalism of your format/style,
- content,
- coherence of writing, and
- correctness of mechanics (grammar/spelling)

**Eligibility**
All first-year MPPGA students, including international students, starting their program in September 2021 and in good academic standing are eligible to apply to the 2021/2022 MPPGA Co-op Program.

Admitted Co-op students will be required to attend mandatory training which will be held in late 2021. As part of the Co-op Program you will need to attend a mandatory event in January 2022. The dates and location are TBC. Further details will be shared with you in due course.